



**Old Town Place**  
P.O. Box 120093, San Diego, CA 92112  
Tel/Fax: 619-876-4592  
www.oldtownplace.com

## HOUSING REQUEST

- *This is only a Housing Request. You are under no obligation to accept a Confirmation from Old Town Place.*
- *Your Housing Request can be made 12 months in advance of your move-in date.*
- *Two or more persons traveling together: Each resident is required to submit a separate Housing Request form.*

### 1. Contact Information

- \* First Name: \_\_\_\_\_
- \* Last Name: \_\_\_\_\_
- \* Address: \_\_\_\_\_
- \* City: \_\_\_\_\_
- \* State/Province: \_\_\_\_\_
- \* Zip/Postal Code: \_\_\_\_\_
- \* Country: \_\_\_\_\_
- \* Email Address: \_\_\_\_\_
- \* Telephone: \_\_\_\_\_ US Cell phone: \_\_\_\_\_
- \* Emergency Contact: \_\_\_\_\_
- \* Emergency Contact's Telephone: \_\_\_\_\_

### 2. Personal Information

- \* **Government-Issued Photo Identification** (Passport/Driver's License/Identification Card):

\_\_\_\_\_  
*Country, Type of Identification and Identification Number*

- \* Date of Birth: \_\_\_\_\_ *Month/Day/Year*      \* Gender:    Male    Female

\* Occupation: \_\_\_\_\_

School attending (if applicable): \_\_\_\_\_

Employer or Internship (if applicable): \_\_\_\_\_

\* Your reason for selecting Old Town Place: \_\_\_\_\_

While sleeping, I prefer:    Complete Silence    Quiet sounds    Moderate Noise    Loud Noise

My cleanliness level is:    Very Clean    Clean    Average    Messy

Additional needs or preferences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Rental Rate & Roommate Preferences

Select your preferred unit: (refer to our Floor Plans page at [www.oldtownplace.com](http://www.oldtownplace.com))

- |  |  |
|--|--|
| <input type="checkbox"/> Apartment 1 – Bedroom A | <input type="checkbox"/> Apartment 3 – Bedroom A |
| <input type="checkbox"/> Apartment 1 – Bedroom B | <input type="checkbox"/> Apartment 3 – Bedroom B |
| <input type="checkbox"/> Apartment 1 – Bedroom C | <input type="checkbox"/> House – Bedroom A       |
| <input type="checkbox"/> Apartment 1 – Bedroom D | <input type="checkbox"/> House – Bedroom B       |
| <input type="checkbox"/> Apartment 2 – Bedroom A | <input type="checkbox"/> House – Bedroom C       |
| <input type="checkbox"/> Apartment 2 – Bedroom B |  |

Ideal roommate mix:  No Preference  Coed  All male  All female

Preferred total number of roommates:  1  2  3

Regarding your request, upon arrival can you be flexible with the first private bedroom we assign to you?  Yes  No

*NOTE: You may always transfer to the private bedroom or bed size that you prefer. The primary goal is to get you moved in to Old Town Place so you have a place to live.*

Can you be flexible with the first bed size we assign to you?  Yes  No

### 4. Rental Period

\* Preferred move-in date: \_\_\_\_\_ *Month/Day/Year*

\* Latest possible move-in date? \_\_\_\_\_ *Month/Day/Year*

Move-out date, if known: \_\_\_\_\_ *Month/Day/Year*

\* Rental period:  Month-to-Month  1-3 months  3-6 months  6-12 months  over 1 year

### 5. Rent Payment Information

\* Source of Income: \_\_\_\_\_

\* Method of Rent Payment:

- Personal Check  Cash  Traveler's Check  Credit / Debit Card (Visa, Master Card, Discover)

### 6. Visitors & Guests

*Old Town Place limits the number of guests you may have staying with you to one guest at a time; each guest with a maximum stay of 1 week; not more than 2 guests within a 2-month period. There is a \$25.00 Guest Fee that will be charged to you for utility costs. An air-bed and linens will be provided upon request for an additional Set-up & Laundry Fee of \$25.00.*

\* Do you have plans for visitors (friends or family) to sleep in your bedroom during your stay at Old Town Place?  Yes  No

If you answered "Yes" to the Visitor question above:

During which month, if known? \_\_\_\_\_

What is the length of his/her stay? \_\_\_\_\_

## 7. Referral Information

How did you learn about Old Town Place?

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> School     | <input type="checkbox"/> Hostel International – San Diego                           |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Craigslist.com   |
| <input type="checkbox"/> Friend     | <input type="checkbox"/> Internet search engine (i.e. Google, Yahoo, Ask.com, etc.) |
| <input type="checkbox"/> ESLUSA.org | <input type="checkbox"/> Other  |

## 8. Confirmation Policy

- Old Town Place will reply to your Housing Request within 48 hours by email.
- The reply email will be one of three types of confirmations:  
**Temporary Confirmation, Tentative Confirmation or Waiting List Application**
- When you have received a Temporary or Tentative Confirmation, you must respond before the reply date stated in the email in order to finalize or extend your reservation. If you do not contact us before the expiration date, your space will be released.
- In order to receive your **Final Confirmation**, you will be required to pay Old Town Place a non-refundable **\$35 Reservation Confirmation Fee** and a refundable **\$250-\$500 Holding Deposit**.  
Your Holding Deposit will become your Security/Damage Deposit when you move into Old Town Place and is refundable when you move out. The amount of the Holding Deposit is subject to change. The Holding Deposit must be paid with a credit or debit card (Visa, Master Card, Discover) or check (US banks only).
- The Holding Deposit is refundable BEFORE moving into Old Town Place according to the following policies:
  - I. Refundable when Old Town Place cannot provide you with a Final Confirmation.
  - II. Refundable when you cancel your Housing Request prior to receiving a Final Confirmation from Old Town Place.
  - III. Refundable if you cancel at least 45 days prior to your move-in date after receiving a Final Confirmation.
  - III. Not refundable if you cancel less than 45 days prior to your move-in date after receiving a Final Confirmation.
- Once we have processed your Reservation Confirmation Fee and Holding/Security & Damage Deposit, you will promptly receive a Final Confirmation email. This email will serve as a receipt for your payment and will provide move-in instructions for your arrival and a month-to-month rental agreement. The rental agreement must be signed and returned on or before your move-in date.
- **Upon signing and submitting this Housing Request form, you agree to the Confirmation Policies stated above.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_